

DEPARTMENT OF CONSUMER PROTECTION
JOB OPPORTUNITY
MAIL HANDLER
LICENSE SERVICES DIVISION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 165 Capitol Avenue, Hartford, CT

Job Posting No's: 2099

Hours: Full Time / 37.5 hours per week

Salary: \$31,259- \$43,981
NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM

Closing Date: April 11, 2014

POSITION DESCRIPTION: In the Department of Consumer Protection, this class is accountable for independently performing a full range of tasks in the receipt, processing and the distribution of mail.

EXAMPLES OF DUTIES: Open and sort all incoming mail; record post office returns in the licensing database; record address changes in the licensing database; operated a mail inserter for all outgoing mail; make application copies as needed for public intake area; maintain and inventory mailing supplies and license/renewal forms; drive state vehicle for mail delivery or pick up; scanning or filing documents; lifting of boxes if necessary; related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of U.S. Postal Service regulations, rates and classes of mail; oral and written communication skills; interpersonal skills; ability to follow oral and written instructions; ability to perform basic arithmetic computations; ability to utilize computer software; ability to operate computerized and mechanical postal processing equipment; mechanical ability

EXPERIENCE AND TRAINING:

General Experience: One (1) year of experience in a mail service or postal operation involving the operation and maintenance of mail service equipment.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to possess and maintain a valid Motor Vehicle Operator's license.

WORKING CONDITIONS:

Incumbents in this class may be required to lift moderate to heavy weight.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter which states their interest and suitability for the position; a resume; three letters of professional reference from current and / or former supervisors and an Application for Examination or Employment (Form CT-HR-12- available at: http://das.ct.gov/HR/Forms/CT-HR12_Application.pdf) . State employees must include copies of their last three (3) annual performance evaluations (must be current and consecutive) in lieu of references no later than the closing date to:

Linda Shackett-Blue, Human Resources
DAS / SmART-HR
165 Capitol Avenue, 5TH Floor-East
Hartford, CT 06106
Confidential Fax: (860) 622-2968 (preferred method)
Email: linda.shackett-blue@ct.gov

Applications must be received by the closing date above. Incomplete and/or late application packages will not be considered. Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.